



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE ASSISTANT (TYPING)

\$1,908-\$2,465

**CONSUMER COMMUNICATION BUREAU
LOS ANGELES**

RESPONSIBILITIES:

The Consumer Communications Bureau of the Department of Insurance is seeking an Office Assistant to serve as receptionist of the Bureau's public/front counter and to perform a variety of general clerical duties requiring the use of good judgement and communicating effectively in dealing with the general public and departmental staff. Essential duties of the position include but are not limited to responding/screening phone inquiries and directing to staff as appropriate, assisting the general public and providing accurate information and direction on issues related to the Department or the Bureau specifically; greeting visitors at the public counter; interacting effectively with departmental staff, insurance company executives and licensees, and state and/or local agencies and organizations; preparing/creating, editing and processing memos, reports, correspondence and material for various special projects. The incumbent will also be responsible for monitoring, inventory, and stocking of the Bureau's office supplies, and minor maintenance and upkeep of office equipment (*these tasks may require the ability to lift 25 to 50 pounds for short distances, and/or standing, stretching and/or bending for one hour at a time*).

DESIRABLE QUALIFICATIONS:

Must be able to work well with the public and display patience and tact when answering questions. Should possess general office and computer skills (Microsoft Word, Excel, Access). Attention to detail, efficiency and accuracy a must. Must be willing to learn about insurance and insurance related issues in order to service Public Counter customers.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Assistant level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Christopher Flora, Department of Insurance, Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. ***Please indicate "#373-1379-002" on the State application.*** For additional information, please call (916) 492-3260.

FINAL FILING DATE: April 20, 2001 or until filled

NOTE: Interested individuals, including list eligibles, must submit State application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
